

HIV HOUSING COMMITTEE

BY-LAWS

ARTICLE I – PURPOSE AND AUTHORITY

Section A

This HIV Housing Committee is established in order to:

- Provide meaningful citizen and community participation in the planning process associated with affordable housing and related support services for persons living with HIV/AIDS and their families in San Diego County.
- Collaborate with other established HIV/AIDS advisory committees or official planning boards.
- Advise the Director of the San Diego County, Department of Housing and Community Development regarding priorities and needs of the community affected and infected by HIV/AIDS and housing.

Section C

The HIV Housing Committee is a non-partisan, non-sectarian organization and is purely advisory in nature to the County of San Diego, Department of Housing and Community Development (HCD). In respect to the minimum five at-large positions appointed by HCD, HCD shall not appoint an employee or officer of the County to serve on the HIV Housing Committee, and shall not appoint any person if by reason of such appointment a conflict of interest could arise.

Section D

The HIV Housing Committee is advisory to the County of San Diego Department of Housing and Community Development. Further, it may advise the County of San Diego HIV Planning Council on HIV/AIDS related housing issues.

ARTICLE II – MEMBERSHIP AND SELECTION

Section A

The HIV Housing Committee shall consist of minimum fifteen (15) members, comprised of ten (10) permanent (two non-voting) and a minimum five (5) at-large positions. Nominations for positions on the HIV Housing Committee shall be selected from applications and recommendations forwarded to the Director of HCD.

The following groups shall be members of the HIV Housing Committee:

- A. The ten (10) permanent positions shall represent the following:
 1. The HIV Health Services Planning Council.
 2. The HIV Consumer Council.
 3. The Fair Housing Council.

4. The Housing Federation.
 5. The San Diego County Health and Human Services Agency.
 6. The San Diego Housing Commission.
 7. The Office of AIDS, California Department of Health Services.
 8. Housing providers funded through the Housing Opportunities for Persons with AIDS (HOPWA) program.
 9. The City of San Diego Economic Development and Community Services (non-voting).
 10. The San Diego County Department of Housing and Community Development (non-voting).
- B. The minimum five (5) at-large positions shall be representative of the following list of affected populations:
1. Families and children
 2. Communities of color
 3. Gays and lesbians
 4. Hemophilia
 5. Tuberculosis
 6. Physically disabled
 7. Post-incarcerated
 8. Substance abuse (i.e. alcohol, drugs, injection drugs)
 9. Women
 10. Homeless/formerly homeless
 11. Mentally ill
 12. Developmentally disabled
 13. Visually impaired or deaf/hard of hearing
 14. Subsidized housing participant
 15. Advocates for new immigrants and undocumented persons

The goal of the HIV Housing Committee is that twenty-five (25) percent of the members are self-declared as HIV positive, preferably representing affected populations from the list of at-large positions.

Section B

Persons interested in membership on the HIV Housing Committee are required to complete an application and submit said application to the HIV Housing Committee or to staff. All applications and recommendations for membership on the HIV Housing Committee shall be forwarded to the HOPWA Program staff at HCD and will be reviewed for completeness.

All completed applications will be considered by an ad hoc membership as vacancies arise. Applications will be maintained for a period of one (1) year. After one year, it is necessary to file a new application for another year of eligibility. The nominating authorities in recommending appointees to the HIV Housing Committee shall seek members that have an interest, necessary expertise, time available for service, and who are representative of the County population.

Section C

Each member appointed by the Director of HCD shall serve a term of at least two (2) years. Service after the initial two years is at the option of the member and other committee members.

Members of the Housing committee should be allowed no more than 1/3 of the absences total from the regular meetings during a 12-month period. Staff will keep a record of all member absence; proxy will represent no member.

The number of members of the HIV Housing Committee may be amended by a 2/3 affirmative vote of the membership.

Section D

Vacancies on the HIV Housing Committee may occur as a result of any of the following events:

- The death of the incumbent.
- The resignation of the incumbent.
- Absences more than 1/3 of the absences total from the regular meetings during a 12-month period.

Nominations for vacancies for the ten (10) permanent positions shall be submitted to the HIV Housing Committee by the designated organization. An appointed ad hoc membership committee established by HIV Housing Committee shall submit nominations for vacancies of the five (5) at-large positions to the full membership of the HIV Housing Committee. All nominations are subject to confirmation by the HIV Housing Committee and submitted to the Director of HCD for approval.

ARTICLE III – DUTIES AND RESPONSIBILITIES

Section A

The duties and responsibilities of the HIV Housing Committee shall be as follows:

1. To recommend priorities for the allocation of Housing Opportunities for Persons with AIDS (HOPWA) entitlement grant funds;
2. To assist in the development and maintenance of a comprehensive plan for HIV housing for San Diego County, with every effort made to coordinate with other HIV and special needs populations planning efforts;
3. To assist in identifying unmet needs, and/or duplication of services and to make recommendations for changing same;
4. To recommend to public and private resources how public funds could be used to help address the housing and related support service needs of low income persons living with HIV/AIDS and their families;

5. To assist HCD in ensuring the full and complete compliance with HOPWA law and regulations.

ARTICLE IV - OFFICERS

Section A

Officers shall be elected by the HIV Housing Committee and shall include two chairpersons. Elections for officers shall occur annually, on the first regularly scheduled HIV Housing Committee meeting during the calendar year. Terms of office shall be for one year and officers may be re-elected for additional terms. Each co-chairperson shall rotate responsibility monthly.

Section B

If an office is vacated, the Co-Chairpersons will temporarily appoint a member of the HIV Housing Committee to fill the vacancy until a new officer is elected. Such election shall be held within 30days of the vacancy.

Section C

The Co-Chairpersons provides general supervisory guidance to the HIV Housing Committee and presides over its meetings. The Co-Chairpersons are the sole official spokespersons for the HIV Housing Committee unless this responsibility is delegated in writing.

Section D

The assigned staff from HCD records the minutes of all HIV Housing Committee meetings and handles HIV Housing Committee correspondence. The assigned staff will keep the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of assigned staff to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the HIV Housing Committee meeting occurs, to keep a record of such posting, and to reproduce and distribute the HIV Housing Committee notices and minutes.

ARTICLE V – SUBCOMMITTEES

Section A

The HIV Housing Committee may select from its membership, subcommittee chairpersons and/or members to direct studies, conduct research or make recommendations on HIV Housing Committee activities.

Section B

The purpose and scope of each subcommittee shall be outlined in writing.

Section C

Each subcommittee chairperson shall be responsible for the keeping of records of all actions and reports of the subcommittee, and shall submit these actions and reports to the HIV Housing Committee on a regular basis. A subcommittee chairperson shall not act as spokesperson for the HIV Housing Committee unless authorized to do so in writing as set

forth in Article 4, Section C, of these By-laws.

Section D

A coordinating committee comprised of the chairpersons of the subcommittees may be formed to assemble information from each subcommittee for presentation to the HIV Housing Committee. One of the elected Co-Chairpersons, by mutual agreement, shall act as the chairperson of the coordinating committee.

ARTICLE VII – ORGANIZATION PROCEDURES

Section A

Robert's Rules of Order govern the operation of the HIV Housing Committee in all cases not covered by these By-laws. The HIV Housing Committee may formulate specific procedural rules of order to govern the conduct of its meetings in addition to those stated.

Section B

Any group voting is on the basis of one vote per person and no proxy, telephonic or absentee voting is permitted, except that HIV positive individuals occupying an at-large position may each have a designated voting alternate. Voting alternates shall be nominated by the HIV Housing Committee and are subject to approval by the Director of HCD. Voting alternates are required to adhere to the meeting attendance policy applicable to members of the HIV Housing Committee. The Co Chairperson leading the current meeting will abstain from voting except in cases of tie votes.

Section C

Self-declared HIV positive individuals appointed as members to the HIV Housing Committee will be required to adhere to the attendance policy applied to all members. The following allowances will be made:

If a self-declared HIV positive member wishes to maintain membership after 1/3 of the absences total from the regular meetings during a 12-month period, the member may serve as a voting alternate until the position for which the member was originally appointed becomes vacant or the term expires, whichever occurs first.

The self-declared HIV positive member appointed, as a voting alternate to represent the affected group will be offered the at-large position and completes the remainder of the term.

Section D

All regular and special meetings of the HIV Housing Committee and its subcommittees are open to the public to the extent required by the Ralph M. Brown Act. Meetings are to be held in accessible, public places. Notice of all regular meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meetings. Special meetings require 24-hour notice. In addition, such notice of regular meetings will be mailed on request.

Section E

These by-laws may only be amended by a two-thirds vote of HIV Housing Committee members present at a publicly noticed meeting.

Section F

A quorum shall be a majority of the members currently appointed to the HIV Housing Committee. No vote of the HIV Housing Committee shall be considered as reflecting an official position of the HIV Housing Committee unless passed by a majority of its quorum present at the specific meeting where the vote was taken.

Section G

Any member of the HIV Housing Committee who feels that they have a conflict of interest, or feels that there is the appearance of a conflict of interest, shall publicly declare the conflict of interest and abstain from discussion and voting.

Section H

All grievances regarding HIV Housing Committee business are to be submitted to the one of the Co-Chairpersons in writing and will be reviewed by the HIV Housing Committee and staff within fourteen business days. All grievances will be responded to in writing within thirty business days of the date the grievance was submitted.